

Please ensure all 700-19 packets are submitted to FKAQ 45-60 days prior to the deadline. This will allow time for any contingencies.

ROs must review and place check mark next to each item when submitting the 700-19 packets. **It is the RO's responsibility to ensure complete and accurate information is submitted to FKAQ for review and approval.**

For forms, documents, guidance and regulations, please access the FKAQ 700-19 Tool Kit at <http://www.usfk.mil/usfk/organization.fkaq.607>

**PLEASE ENSURE THE CONTRACT IS SOFA DESIGNATED, before submitting for the individual contract SOFA designation. Both, the contract and the individual must be approved before performing in Korea.**

### New arrivals / TDYs

- ☐ 1. Complete **USFK Form 700-19A-R-E/** signed by Contractor/ signed by RO. See "How to complete the USFK FORM 700-19A-R-E" attachment on the FKAQ website: FKAQ 700-19 Tool Kit at <http://www.usfk.mil/usfk/organization.fkaq.607> **Provided by: Contractor + RO**
- 2. **Copy of FUNDED or no-cost contract** IAW section 2-5.c. of USFK Regulation 700-19. *NOTE: Per the USFK Regulation 700-19, section 2-5.c. "Invited Contractors will only receive SOFA designation for the funded period of performance in the ROK."* **Provided by: KO, Contractor or RO**
- 3. **RO appointment letter.** **Provided by: RO**
- 4. **Letter of Accreditation.** **Provided by: RO**
- 5. **PMO and Ration check.** Valid for 90 days. **Provided by: RO**
  - \*\***PMO check/report must have "COPS" report - USFK Reg 700-19 Section 2-5.e.3.c.
  - \*\*\*** Counseling statement by RO if any violation occurs on PMO or Ration report.
  - Individual ration limit and balance can be checked at: <https://pimsk.korea.army.mil/default.aspx> No more excuses for violations.*
- 6. **Passport:** front and ALL stamped pages of the passport. **Provided by: Contractor**
- 7. **Proof ordinarily resident of the US documents:** 3 different sources of bills, each bill must contain statements from 3-different months within the last 6-months. **Provided by: Contractor**
  - ACCEPTABLE DOCUMENTS:** Gas, Electric, Water, Internet, Direct TV or Cable, Home phone, voter registration, latest tax return listing the name and address, mortgage payment statements or entire rental agreements, home security, home owner insurance, credit/debit card statements including LOCAL transactions. The requested documents must show at a minimum name, address, date, and usage.
  - UNACCEPTABLE DOCUMENTS:** *Auto insurance, Cell phone statement, Voter registration expired or showing a different address, Auto/personal loan statement, credit/debit card statements showing ONLINE transactions or no transactions. See section 2-2.e. of the 700-19 Regulation.*

**\*\*\*\***All bills must have Name, Address, and the usage. If some bills are under spouse's name only, must provide copy of marriage certificate\*. However, do not include documents such as spouse's credit card statements or all bills under spouse's name; remember who's ordinary residency you are trying to prove. **\*\*\*\*** If military/Government civilian spouse, the sponsor's letter of employment, PCS orders will stand for the US Ordinary residency as long as the IC/TR is listed as a dependent;

please highlight the dependent's name on orders. Mark no logistics support on the 700-19A-R-E.

Marriage certificate\* or dependent ID card must be attached to prove the dependency relationship. The 700-19A-R-E cannot be approved past the sponsor's last date listed on his/her PCS orders or the approved 700-19A-R-E.

If coming from other than the US, please contact FKAQ for guidance on the ordinary residency requirements.

8. **USFK Theatre specific training certificate IAW the USFK Regulation 350-2.** Valid for 36 months. <http://www.usfk.mil/usfk/content.theater.required.training.52> The name must be printed on the certificate. **Provided by: Contractor**
9. **Invited contractor employee applicant questionnaire** – see sample in the USFK Reg 700-19. **Provided by: Contractor**
10. **Permanent party IC ONLY. Adding family member to the 700-19A-R-E.** Follow the guidance provided on PART IV of the USFK Form 700-19B-R-E (on FKAQ website). In summary, but not all inclusive:
  - A. Adding a child dependent: birth certificate, passport AND proper documentation IAW PART IV of the USFK Form 700-19B-R-E. If the minor child is adopted/fostered/step-child, court order must be submitted, granting full (parental) rights to the sponsor or the spouse. The USFK Form 700-19B-R-E must be submitted with the packet.
  - B. Adding spouse to the 700-19A-R-E: Marriage certificate\* If legally married in a foreign country, the marriage certificate must be translated, if not in English, and registered/certified by a U.S. Embassy or U.S. Consulate or a U.S. State or County Court who has jurisdiction over the event. The USFK Form 700-19B-R-E must be submitted with the packet.
  - C. Adding a dependent ages 21-23 must be enrolled in Full time student/attending school in Korea. A child between the ages of 21-23 attending on-site and online courses on a full-time basis at one of the universities located in Korea, as well a student attending online courses at universities other than those physically located in Korea, could qualify as a dependent. The child must be residing in Korea with the principal in order to qualify as a dependent. In order to show proof of residence in Korea, ROs shall submit copy of the child's passport with all stamped pages.
  - D. Additional guidance for Parents/Parents-in-Law; Child (age 21-23), incapable of self-support; Child, Ward/Adopted etc., please check PART IV of the USFK Form 700-19B-R-E. **Provided by: Contractor**

## **Change in Data**

1. Complete **USFK Form 700-19A-R-E/** signed by Contractor/ signed by RO. See "How to complete the USFK FORM 700-19A-R-E" attachment on the FKAQ website: FKAQ 700-19 Tool Kit at <http://www.usfk.mil/usfk/organization.fkaq.607> **Provided by: Contractor + RO**
2. **Copy of FUNDED or no-cost contract** IAW section 2-5.c. of USFK Regulation 700-19. *NOTE: Per the USFK Regulation 700-19, section 2-5.c. "Invited Contractors will only receive SOFA designation for the funded period of performance in the ROK."* **Provided by: KO, Contractor or RO**
3. **Previously approved 700-19A-R-E** **Provided by: Contractor + RO**
4. **RO appointment letter** **Provided by: RO**
5. **Letter of Accreditation** **Provided by: RO**

6. **PMO and Ration check**\*\*\*PMO check/report must have "COPS" report. Valid for 90 days.  
\*\*\* Counseling statement by RO if any violation occurs on PMO or Ration report. This is where the ration limit and balance can be verified by each individual: <https://pimsk.korea.army.mil/default.aspx>  
No more excuses. **Provided by: RO**
7. **Permanent party IC ONLY. Adding family member to the 700-19A-R-E.** Follow the guidance provided on PART IV of the USFK Form 700-19B-R-E (on FKAQ website). In summary, but not all inclusive:
- A. Adding a child dependent: birth certificate, passport AND proper documentation IAW PART IV of the USFK Form 700-19B-R-E. If the minor child is adopted/fostered/step-child, court order must be submitted, granting full (parental) rights to the sponsor or the spouse. The USFK Form 700-19B-R-E must be submitted with the packet.
  - B. Adding spouse to the 700-19A-R-E: Marriage certificate\*
  - C. Adding a dependent ages 21-23 must be enrolled in Full time student/attending school in Korea. A child between the ages of 21-23 attending on-site and online courses on a full-time basis at one of the universities located in Korea, as well a student attending online courses at universities other than those physically located in Korea, could qualify as a dependent. The child must be residing in Korea with the principal in order to qualify as a dependent. In order to show proof of residence in Korea, ROs shall submit copy of the child's passport with all stamped pages.
  - D. Additional guidance for Parents/Parents-in-Law; Child (age 21-23), incapable of self-support; Child, Ward/Adopted etc., please check PART IV of the USFK Form 700-19B-R-E. **Provided by: Contractor**
8. **USFK Theatre specific training certificate IAW the USFK Regulation 350-2**, if previous certificate is older than 36 months. <http://www.usfk.mil/usfk/content.theater.required.training.52> **Provided by: Contractor**

## **TERMINATION**

RO must complete and sign Part IV of the 700-19A-R-E and submit it to FKAQ at [usarmy.yongsan.411-contr-spt-bde.mbx.411th-csb-fkaq@mail.mil](mailto:usarmy.yongsan.411-contr-spt-bde.mbx.411th-csb-fkaq@mail.mil) as soon as the IC stops performing. If termination occurs before the expiration of the 700-19, FKAQ will forward the form to PACOM J1 [pacom.yongsan.usfk.mbx.j11-workflow@mail.mil](mailto:pacom.yongsan.usfk.mbx.j11-workflow@mail.mil) FKAQ and/or PACOM J1 will forward the information to MOJ. Additional steps are required, please see USFK Regulation 1-38 section 1-5.b AND USFK Regulation 60-1 section 2.12.i.

**TIMELINE: In order to avoid any unnecessary delays in supporting the war fighter, please ensure that complete and accurate information is submitted to FKAQ for review and approval 45-60 days prior to the IC's arrival to ROK or the expiration on their current 700-19A-R-E. Untimely, incomplete, inaccurate packets risk of being returned without action. Please allow us at least 5 business days to process before contacting us for updates.**

Email address to submit the SOFA IC packet requests (STEP 2, 700-19 documents) to:  
[usarmy.yongsan.411-contr-spt-bde.mbx.411th-csb-fkaq@mail.mil](mailto:usarmy.yongsan.411-contr-spt-bde.mbx.411th-csb-fkaq@mail.mil)

**!!!** IBM Lotus Forms Viewer and Silanis eSign software maintenance licenses will not be renewed by Army Publishing Directorate (APD). Therefore, software support will no longer be available after 30 Sep 2014. **Please use the PDF version of the 700-19**

\* Per the USFK Reg 700-19, foreign court orders and documentation from a foreign court or foreign government must be translated into English and the local legal office must provide a statement attesting to the validity of the court order.

Due to **“Heavy Volume”** of incoming 700-19 packets we ask you to please hold phone calls/inquiries for **5-BUSINESS days** after you have submitted the 700-19 packet.